



# EAST PORTER COUNTY SCHOOL CORPORATION

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Dr. Rod Gardin, Superintendent  
rgardin@epcsc.k12.in.us

## NOTICE OF VACANCY

May 29, 2008

The East Porter County School Corporation is seeking an experienced individual for the position of Director of Business Affairs and Human Resources. This position will be available July 1, 2008. The candidate selected should be ready to assume the duties of the Director at that time.

Position: Director of Business Affairs and Human Resources

Location: East Porter County School Corporation Kouts, Indiana

Qualifications:

- Bachelor's degree or equivalent experience. A degree in a finance-related field is desirable.
- Previous employment in an educational setting is preferred.
- Successful history of corporate financial planning and management.
- Experience in human resources management.

Knowledge of:

- State and federal agencies that exercise control in the areas related to school business management and personnel;
- Philosophical, educational, fiscal, and legal aspects affecting a school district;
- Organization planning, management, and evaluation strategies, techniques, and procedures;
- Financial software packages and spreadsheet development;
- Financial audit processes;
- Project planning and management and use of a variety of information and data;
- Educational systems;
- Human relationships, conflict resolution strategies and procedures, adult learning and team building methods and techniques, situational leadership styles and decision making process

Ability to:

- Plan, organize, coordinate, and direct the district business management processes;
- Plan and communicate the district budget required to support the district goals, projects, programs, and operations;
- Evaluate and analyze complex problems;
- Develop and propose alternative solutions to business issues;
- Communicate effectively in oral and written form;
- Establish and maintain cooperative organizational, public, and educational community relationships.

Major Responsibilities:

- Budget development and maintenance
- Business operations
- Human resources management

Contract &  
Compensation:      ■ 260-day contract  
                             ■ Salary and benefits commensurate with experience and training.

Application  
Deadline:             June 23, 2008

Application  
Procedure:           Call (219) 766-2214, extension 4330 for an application. An application may also be  
                             printed from our website ([www.epcsc.k12.in.us](http://www.epcsc.k12.in.us)). Follow the Employment link. **Select**  
                             **the Director of Business Affairs and Human Resources application.**

The applicant should submit:

1. Letter of application
2. Completed application form
3. Resume
4. List of references of those who know the applicant's work

Send all  
information to:      Dr. Rod Gardin, Superintendent  
                             East Porter County School Corporation  
                             P.O. Box 370  
                             502 East College Avenue  
                             Kouts, Indiana 46347